

ARTICLE 55

SEC. 21-55 APPLICATIONS

55.1 Applications: Application forms shall be completed, signed and submitted to the Planning Department for any permit or other entitlement pursuant to this Chapter. Applications shall be accompanied by site plans, and other pertinent supporting documentation as required by the Planning Department, or submitted by the applicant in support of any application.

55.2 Information for application submittal: The applicant shall submit applications as specified in the Articles of this Chapter, and where no specific requirements are provided, the application shall include the following unless waived by the Planning Department:

- (a) A site plan with all dimensions clearly indicated, and the following information as applicable:
 - 1. North arrow and scale of drawing.
 - 2. Site address.
 - 3. Lot dimensions and boundaries; including the total area of property presented in square feet or acres.
 - 4. Location of all existing and proposed structures, with dimensions, including height.
 - 5. Distance from proposed structure(s) to property lines, centerline of the street or alley, and existing structures.
 - 6. Walls and fences: Their location, height, and construction materials.
 - 7. Public right(s)-of-way: With street names, route numbers, width of right-of-way, and surfacing.
 - 8. Off-street parking: Location, dimensions of parking area, number of spaces, arrangement of spaces and internal circulation pattern.
 - 9. Access: Pedestrian, vehicular, service; and delineations of all points of ingress and egress.
 - 10. Signs: Location, size, height, and method of illumination.
 - 11. RESERVED.
 - 12. Proposed street dedications and improvements.
 - 13. All easements.

14. Location of well and/or septic field, or indication that the property is to be served by public water and/or sewer.
 15. Landscape plans.
- (b) Information needed to determine that the performance standards of Article 41 will be met.
 - (c) Any request for amendment to the performance standards of Article 41 shall be in writing with an explanation of why the standard(s) should be waived.
 - (d) All required fees shall be paid at the time of filing the application with the Planning Department, and no processing shall commence until the fee is paid.
 - (e) When filed by an agent, contract purchaser or lessee, the application shall include a written statement signed by the property owner(s) indicating his or her endorsement of the application.
 - (f) A signed statement by the applicant indicating whether the project is located on a site which is included on any of the lists relating to hazardous waste, provided to the County by the State Office of Planning and Research pursuant to Government Code Section 65962.5. **(Ord. No. 1749, 7/7/1988)**
 - (g) Additional information:
 1. Any additional pertinent information required by the Planning Department from the "List specifying required data for development projects" of Section 55.5.
 2. The applicant may be requested to provide more detailed information on a project as part of the application requirements, including but not limited to the following: Soils reports; drainage plans; geologic, hydrologic, or seismic investigations; archaeological reports; biological studies; flood hazard reports; market analysis; fiscal impact studies; noise studies; traffic and circulation studies or other pertinent studies of a technical nature which would assist the Planning Department in its evaluation of, or mitigation of, any potential adverse impacts.

55.3 Application review procedure:

- (a) The Planning Department shall, within thirty (30) days of the receipt of any development project application, notify the applicant in writing of the completeness of the application. Failure of the Planning Department to provide such notice shall be deemed to be acceptance of the application as complete.
- (b) If the Planning Department determines that an application is incomplete, the Planning Department shall request any information not provided as required in Sections 55.2(a) through (f), or additional information as provided for in Section

55.2(g), within thirty (30) days of the receipt of any development project application. The Planning Department's determination shall specify those parts of the application which are incomplete and shall indicate the manner in which they can be made complete, including a list and thorough description of the specific information needed to complete the application. The applicant shall submit materials to the Planning Department in response to the list and description. (**Ord. No. 1749, 7/7/1988**)

- (c) Upon receipt of any resubmittal of the application, a new thirty (30) day period shall begin, during which the Planning Director shall again determine the completeness of the application.
- (d) Not later than thirty (30) days after receipt of the submitted materials, the Planning Department shall determine in writing whether they are complete and shall immediately transmit that determination to the applicant. If the written determination is not made within that thirty (30) day period, the application together with the submitted material shall be deemed complete for the purposes of this Article.
- (e) If the application, together with the submitted materials, are determined not to be complete pursuant to Subsection (d) above, the applicant may file an administrative appeal as provided in Section 55.4.

55.4 Administrative appeal procedure for determinations of incompleteness for development project applications: This Article shall apply to all applications for development projects which are processed by the Planning Department.

- (a) Any applicant for a development project who, after having made a resubmittal in response to the Planning Department's previous determination of incompleteness, is not satisfied with the Planning Department's written determination that the resubmittal does not constitute a complete application, may, within seven (7) calendar days of the date of the Planning Department's determination, file an administrative appeal in writing of said determination with the Planning Commission. Said appeal shall set forth the specific reasons the applicant is dissatisfied with the determination of the Planning Department.
- (b) Upon receipt of such appeal and any required fee, the Planning Department shall set the matter for hearing before the Planning Commission. The Planning Department shall submit a report to the Planning Commission, setting forth its reasons for the determination of incompleteness. At the hearing, the Planning Commission shall hear such argument and evidence as the applicant, the Planning Department or other persons may present.
- (c) Upon conclusion of the hearing, the Planning Commission shall, within sixty (60) calendar days after receipt of the applicant's original written appeal, make a final written determination. The applicant and the Planning Commission may mutually agree to an extension of time for the Planning Commission to make its final written determination.

(d) The Planning Commission's determination under Section 55.4 shall be final.

55.5 **List specifying required data for development project:** The Planning Department shall prepare one or more lists which shall specify in detail the information which will be required from any applicant for a development project. Copies of such information shall be made available to all applicants for development projects and to any person who requests such information.

55.6 **Preapplication site visit:** Any applicant desiring to apply for any permit or other entitlement pursuant to this Chapter may request a preapplication site visit with the Planning Department upon payment of the fee as established by resolution by the Board of Supervisors. Said fee shall be credited towards any application fee(s) required for the proposed project if any application is received within six (6) months of the date of the site visit. The Planning Director shall designate one or more members of the Department staff to meet with the prospective applicant regarding the project. The purposes of the site visit includes review of:

- (a) The applicant's conceptual design and development objectives;
- (b) The environmental setting at the project site;
- (c) Potential environmental impacts and mitigation measures associated with the project;
- (d) The project's consistency with the Lake County General Plan; and
- (e) Other Lake County Code requirements.